

Rental Guidelines*



- Reservations must be made no more than 3 months and no less than 14 days in advance of requested rental date (exceptions subject to Supervisor approval).
- Full payment and completed/signed rental agreement is due at time of reservation. Payment includes rental fees along with Damage Deposit and Supervisory Fee (if applicable).
- Further guidelines apply to gatherings exclusively for teenagers.
- Alcohol and illicit drugs are not permitted on the premises.
- Smoking indoors is not allowed.
- Renter and guests must abide by Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits/certificates prior to rental date.
- All cancellations/refunds will follow the department's refund policy.
- All equipment, decorations, and garbage must be removed from rental space/grounds at conclusion of rental period.
- Food and beverages are not allowed in the Gymnasium at Millbrook Exchange Community Center.

*A comprehensive list of Rules, Regulations, and Policies will be presented at the time of rental agreement processing.

Frequently Asked Questions

- **Are tables and chairs available?**
Yes. 6' rectangular tables and folding metal chairs are available for indoor rentals at Millbrook CC and Eastgate Park.
- **May I decorate the rental space?**
All decorations must be free-standing. No flammable items (candles, etc) may be used. Renter is responsible for any damage caused by decorations.
- **When may I begin setting up?**
Both set-up and break-down time must be included in your rental. Factor this in when determining the length of your rental.
- **Who is responsible for clean up?**
The renter is responsible for leaving the rental space in the condition it was found. This may include: stacking and putting away tables/chairs, sweeping, mopping, vacuuming, and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.
- **How late may indoor spaces be rented?**
10pm is the latest time indoor spaces may be rented. Rental groups must be prepared to vacate the building by end of rental time period.
- **Are Athletic Fields available for rent?**
Yes. Please contact the Athletics Dept. at 919-831-6836 to inquire about availability and rental of Athletic fields city-wide.

Millbrook Exchange Community Center

HOURS OF OPERATION:

Monday-Friday: 10am-9pm
Saturday: 9am-3pm
Sunday: 1pm-6pm



Raleigh Parks and Recreation

Rental Information

Millbrook Exchange Community Center 1905 Spring Forest Rd Raleigh, NC 27615



Eastgate Community Center 4200 Quail Hollow Dr, NC 27609



Honeycutt Park & Shelter 1032 Clear Creek Farm Rd, NC 27615



Phone: (919) 996-4156

Fax: (919) 871-4141

Email: millbrook.exchange@raleighnc.gov

Website: parks.raleighnc.gov

Director: Nick Sadler
Nick.Sadler@raleighnc.gov

Assistant Director: Staci Sawyer
Staci.Sawyer@raleighnc.gov

General Information and Rental Fees



- A \$15 Non-refundable Application Fee will be applied to all rentals, excluding Picnic Shelters
- A \$75 refundable damage deposit is required for Indoor Rentals
- All rentals must be rented for a minimum of 2 hours

Millbrook Community Center 1905 Spring Forest Rd, Raleigh NC 27615

Room #1



At 23'x51', Room #1 is the smaller of our two meeting rooms. The room will hold up to 49 people with tables and chairs. A white board is permanently mounted in the room.

Rental Fee: \$60/hr, 2hr minimum;
\$75 refundable damage deposit required

Room #2



This room is the larger of our two meeting rooms. The main space is 23'x35' with additional space of 21'x21'. Max capacity: 79 people. An attached warming kitchen is available for \$20/hr.

Rental Fee: \$70/hr, 2hr minimum;
\$75 refundable damage deposit required

Gymnasium



The Gym* at Millbrook is 80'x100" and is not air conditioned. The gym offers both full-court or half-court usage as well as movable bleachers. Volleyball pads and net are available for use as well.

**Events with food and beverage are not permitted in the gymnasium.*

Rental Fee: \$60/hr, 2hr minimum;
\$75 refundable damage deposit required

Picnic Shelters at Millbrook Park 1905 Spring Forest Rd, Raleigh NC 27615

Shelter #1



There are two medium sized, covered picnic shelters available for rent at Millbrook Park. Both are located along a paved greenway trail and have 4 picnic tables, two charcoal grills, trash receptacles and can accommodate up to 40 people.

Shelter #2



Rental Fee: \$9/hr - 2 hr min.

Eastgate Park & Community Center 4200 Quail Hollow Dr, Raleigh NC 27609

The community center at Eastgate Park is available for rent on weekdays and weekends. A great space for meetings, family gatherings, baby showers, and children's parties, the main room at Eastgate Park measures 39'x42' and will hold up to 75 people. Eastgate also offers a warming kitchen, outdoor playground, and a small covered picnic shelter.

Rental Fee: Community Center: \$50/hr, 2hr minimum; \$75 refundable damage deposit required
Shelter: \$9/hr - 2 hr min.



Main meeting space, Eastgate



Warming Kitchen, Eastgate

Honeycutt Park & Shelter 1032 Clear Creek Farm Rd, Raleigh NC 27615

Honeycutt Park is located in north Raleigh near Highway 540 and Falls of Neuse Rd. The covered shelter offers 6 picnic tables which will hold 48 people comfortably. Restroom facilities and charcoal grills are on-site. An adjacent playground has features appropriate for children of various ages. Park includes sand volleyball court.



Shelter Rental Fee: \$12/hr - 2 hr min.
Sand Volleyball Court: \$15/hr.- 2 hr. min.

Please call our Athletics Dept to inquire about rental of Baseball and Multipurpose fields: **919-831-6836**

Teen Party Guidelines

1. A written description of the event must be submitted prior to reserving the space for approval.
2. A guest list must be provided at least 14 days prior to the event. Only those on the guest list will be allowed in the facility.
3. Off-duty police officer(s) must be on the premises during the event. Additional officers may be required depending upon the number of participants invited.
4. A million dollar certificate listing the City of Raleigh as additionally insured may be required.
5. One additional staff may be required for over 100 participants. The renter will be charged a \$20.00 per hour additional rental fee for each additional staff.
6. There must be one adult 21 and older for every 12 minors that are 17 and younger.
7. Once participants leave the party/dance, they will not be allowed to re-enter. There is no loitering in the parking lot.
8. There will be no alcohol consumption allowed before or during the event. If this is detected, a participant will be removed and appropriate measures will be taken.
9. Lights must be on in other rooms that are available for participants to use during the event. Also, those reserved rooms must be supervised. All other rooms shall remain locked.
10. All rental forms and payment are required as usual to reserve the space.